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Park and Recreation Commission
Minutes
Tuesday, November 26, 2013 @ 7:00 PM
Approved

The Park and Recreation Commission came to order at 7:00 PM on the first floor of the Arlington Senior Center on Tuesday, November 26, 2013.

Members in attendance included: Leslie Mayer, Shirley Canniff, Don Vitters, Jim Robillard, Jen Rothenberg, and Elena Bartholomew. Also in attendance was Director of Recreation Joseph Connelly.

Members from the public: Karen Grossman and Elizabeth Karpati

Approval of Minutes

Ms. Canniff motioned to approve the minutes of November 12 as amended, Ms. Rothenberg seconded and approved 5-0.

Open Forum – Public Comments

No public comments.

Magnolia Playground

Mr. Connelly stated that Ms. Marshall was unable to attend the meeting tonight and asked if the Commission could discuss the conditions of Magnolia Playground at a future meeting. The Commission asked Mr. Connelly to contact the abutters so that all feedback concerning future repairs and renovations could be heard at that meeting. It is the Commission's hope that the multiple parties, who have expressed interest in Magnolia Playground, can come together and reach consensus on what can and should be done to the playground.

Friends of Spy Pond Maintenance Report

Mr. Connelly and Ms. Mayer reviewed the information given to them by the Friends of Spy Pond, which was in the form of notes on plantings from a walk-thru held earlier in the fall with Kellie Connelly. Mr. Connelly stated that his desire was to have an all inclusive report that would be a planting plan, maintenance plan (including pricing) and clearly spelled out maintenance responsibilities. The Commissioners concurred with this approach.

Ms. Mayer and the Commission discussed this with Ms. Grossman. Ms. Rothenberg suggested hiring a landscape architect to assist with this task. The Commission agreed that would be the most efficient and resourceful route to take. Ms. Mayer stated that no work can or should begin until there is a plan in place with agreement on who will undertake the work that has been reviewed and approved by the Park & Recreation and Conservation Commissions.

Ms. Grossman stated that she would present the idea to her board and report back to the Commission when more information was available.

Review and Approve Drafts to Gifting and Banner Policy

Mr. Connelly reviewed the gifting policy with the Commission. The Commission amended the policy, relative to the donation of

trees to make clear that no maintenance by the Town will be provided. Ms. Canniff motion to approve the policy as amended, seconded by Mr. Vitters and approved 5-0.

The Commission discussed the Banner Policy and made recommendations for amendments to allow banners to be placed in very limited locations under strict requirements. This policy will need to be reviewed and approved by the Zoning Board of Appeals before it can be finalized. Mr. Connelly will make the amendments and report back at a future meeting.

Ms. Mayer complimented the policy handbook and asked if the table of contents could include the dates of the policy approvals. Each policy should be clearly identified with its date of approval and should evolve to a standard format printed on letterhead. Mr. Connelly will make these additions.

Capital Improvement Project Update

Florence Avenue Playground – Mr. Connelly and Ms. Canniff discussed the latest information with regard to the four bay swing set issue. Manufacturer, architect, certified playground inspector have been to see the swings in use and all have indicated that the swings are safe. Until this can be resolved, the Commission asked Mr. Connelly to hold off on any further design work on the park sign prototype in case funds have to be redistributed. Mr. Connelly will contact John Taylor of M.E. O'Brien with regard to updated pricing on replacement of the swings.

Hibbert and North Union – The Commission discussed the second public meeting on both projects and is looking forward to a final design meeting in December. Both public input meetings were well attended and yielded good comments. The Commission stated that alternate play equipment for Hibbert should be considered. Mr. Connelly will make that point to Weston and Sampson at the December meeting.

ADA Study – Mr. Connelly stated that a meeting would be set up with IHCD for December to discuss the study process.

Friends of Park Fundraiser

Ms. Rothenberg and Mr. Connelly stated that they would like to pursue a fundraising event through Friends of Parks with the monies raised going toward general park maintenance and improvements. The Commission gave their overwhelming support with details to be worked out. More information will be presented after meeting with Friends of Parks.

Special Requests

No Special Requests.

Off Leash Dog Review

Mr. Connelly discussed one report of off-leash dogs at Menotomy with the Commission. Mr. Connelly stated that Animal Control Officer Amanda Kennedy was aware of the incident and was following up.

Rink and Recreation Update

Mr. Connelly stated that the Town has been in touch with the state's DCR agency and have reviewed the DCR's involvement in the management of the lease. Mr. Connelly stated that the DCR is very much involved in the lease management process and that the Town is submitting monthly reports and monthly rent payments to the DCR. The State retains ownership of the rink and surrounding parking, and the long-term contract that the Town signed several years ago remains in full effect.

Commission Liaison Reports

No additional reports at this time

2014 Commission Meeting Dates

The Commission reviewed and approved their meeting dates for the 2014 calendar year.

Other

The Park & Recreation Commission retreat will take place on Saturday, February 1st from 9 am to 1 pm at the Whittemore Robbins House.

Respectfully Submitted:
Joseph Connelly, Director of Recreation